

Director of Training

14 April 1959

Acting Chief, Plans and Policy Staff

Meeting at the Bureau of the Budget/S. 1243

1. A meeting was held with Mr. William Fee of the International Division of the Bureau of the Budget on this date and the following Agency personnel were in attendance: [redacted] Assistant Legislative Counsel; [redacted], Budget Division, Comptroller's Office; and [redacted] from the Office of Training.

2. Mr. Fee did not concern himself so much with the provisions of the proposed bill which is, of course, a province of the legislature but addressed himself mainly to the plan for the language incentive program prepared by the State Department. A copy of this plan is attached. The bill requires that the Secretary shall designate positions whose incumbent should have a useful knowledge of a language common to a particular country. The State Department feels this is restrictive and is requesting that quotas be established in specific areas and therefore allow leniency in assignment because of overlap or annual leave. Their proposal is that a two-man post must have one individual who has a useful knowledge of the language. A five-man post should have a quota of two individuals who have a useful knowledge of the language. Useful, as defined, is sufficient control of the structure of the language and adequate vocabulary to handle representation requirements and professional discussions within one or more specialized fields--with the exception of Chinese, Japanese, and Arabic--and the ability to read non-technical news or technical writing in a special field. The use rate is a payment similar to our achievement award and the maintenance payment is similar to our maintenance award, except that State's maintenance payment will only be made to an officer who continues a language proficiency while located in areas other than those specified for regular use of the language.

3. Mr. Fee, naturally, was concerned with the payments State would probably request after the bill became law and the payments CIA awards under its program. It appears that their rates would be

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NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

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higher, with the exception of our voluntary program. Our base rate of \$50 is much lower than that contemplated by the State Department. Other statements made by Mr. Fee were believed to be outside of our province and therefore no comment was made, fearing that use could be made of "CIA said this." As a result, the awards were the only item of major discussion.

4. No other meeting is contemplated with Mr. Fee or any other officials on this bill. If it becomes law, however, I am sure that it will add to our program of obtaining language proficiency for career officers.

5. After you have read the proposed plan which, of course, will be changed many times, I would suggest that it be forwarded to Mr.  and subsequently to the Language Development Committee for their review.

SIGNED

*File*

# NOTES

Formula for awards program.  
Language development study initiated in 1955.

The program put into effect 4 February 1957.

The program provides a system of cash awards for those employees who learn a language and annual payments for those who maintain or increase their language competence.  
The awards range from \$50 to a maximum of \$1200, depending on the degree of difficulty of the language and the degree of proficiency acquired.

Employees who learn a language during off-duty hours receive twice the amount that is received by those who acquire a language during duty hours.

Awards for learning a language are made only after an employee has passed oral and written examinations which indicate the degree of proficiency.

Awards for proficiency are divided into two categories, specialized and comprehensive, each with three scales - elementary, intermediate, and high.

Specialized proficiency is either primarily in speaking only or primarily in reading and translating only.

Comprehensive, on the other hand, requires proficiency in speaking, reading, and writing.

The languages are divided into three groups in order of increasing difficulty.

The first group of ten languages is composed principally of the Nordic and Romance languages and awards range from \$50 for elementary skill in a specialized use of the language to \$400 for high comprehensive proficiency.

Annual awards for maintaining a proficiency in one of these languages range from \$200 a year for high comprehensive ability to nothing for only an elementary ability in either comprehensive or specialized use.

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The second group of languages includes Russian, Hindi, Urdu, etc. Awards for achieving ability in any of these languages range from \$100 for an elementary skill to \$800 for acquisition of a high comprehensive ability.

Annual maintenance awards commence with intermediate specialized knowledge at \$100 and range up to \$400 for maintaining high comprehensive skill.

The third group of languages consists of three: Chinese, Japanese, and Korean. Awards for learning any of these start at \$200 for elementary specialized ability and up to \$1200 for high comprehensive. Annual maintenance awards start with intermediate specialized at \$200 a year and go up to \$600 a year for high comprehensive ability.

To date we have made 653 achievement awards and 716 maintenance awards, for a total of 1369.

\$167,050 has been awarded to date.

The Language and Area School maintains two fully equipped language laboratories which have 10,000 tapes in forty languages.

The laboratories are open from 0730 to 2030 daily and from 1000 to 1400 on Saturdays.